

What is claimed is:

1 1. A planner tool comprising:

2 a) a plurality of pages each having at least one pouch for holding a card and
3 holes appropriately spaced allowing for said pages to be inserted
4 into a binder;

5 b) a plurality of lead cards having at least two sets of at least times of a day;

6 c) printed calendar sheets having at least:

7 i) holes appropriately spaced allowing for said sheets to be inserted
8 into a binder; and

9 ii) printing on said sheets that includes a plurality of columns with
10 headings and a duplicate of times listed on said plurality of
11 lead cards.

1 2. The planner tool of claim 1, wherein said planner further consists of a set of cards
2 containing text for a name of a month for every said month of a year.

1 3. The planner tool of claim 1, wherein said planner further consists of a set of colored-
2 coded cards.

1 4. The cards of claims 3, wherein said set of colored-coded cards consist of at least four
2 colors.

1 5. The planner tool of claim 1, wherein said plurality of pages contains a center cavity,
2 sealed by a zip closure.

1 6. The page of claim 5, wherein said pouch contains at least four pouches located on
2 outside sides of said page.

1 7. The planner tool of claim 1, wherein said lead cards have a blank center between a list
2 of times of a day on both left and right sides of said lead cards.

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- 1 8. The planner tool of claim 1, wherein said pages and calendar sheets are inserted into a
- 2 binder.
- 1 9. The planner of claim 1, wherein said printed calendar sheets includes the dates for days
- 2 of a week.
- 1 10. The printer calendar sheets of claim 9, wherein the dates can be printed on said sheets
- 2 or written in by a user.
- 1 11. The planner of claim 1, wherein said printed calendar sheets contain c, a, e, and m
- 2 headings, standing for call, appointment, expenses, and mileage respectively.
- 1 12. A kit that allows for tracking information and appointments comprising:
 - 2 a) a plurality of pages each having at least one pouch for holding a card and
 - 3 holes appropriately spaced allowing for said pages to be inserted
 - 4 into a binder;
 - 5 b) a plurality of lead cards having at least two sets of at least times of a day;
 - 6 c) printed calendar sheets having at least:
 - 7 i) holes appropriately spaced allowing for said sheets to be inserted
 - 8 into a binder; and
 - 9 ii) printing on said sheets that includes a plurality of columns with
 - 10 headings and a duplicate of times listed on said plurality of
 - 11 lead cards.
- 1 13. A method for tracking information and appointments comprising the steps of:
- 2 a) getting a planner tool;
- 3 b) using said planner tool to:
 - 4 i) keep track of expenses;
 - 5 ii) making an appointment or an appointment to call; and

6 iii) keeping track of mileage

14. The method of claim 13, wherein said planner tool comprises:

2 a) a plurality of pages each having at least one pouch for holding a card and
3 holes appropriately spaced allowing for said pages to be inserted
4 into a binder;

5 b) a plurality of lead cards having at least two sets of at least times of a day;

6 c) printed calendar sheets having at least:

7 i) holes appropriately spaced allowing for said sheets to be inserted
8 into a binder; and

1 15. The method of claim 13, wherein keeping track of expenses comprises the steps of:

2 a) obtaining a receipt for an expense;

3 b) assigning and writing a number on said receipt;

4 c) recording said number of said receipt in a column headed by an e, across
5 from a customer's name and time of appointment where said
6 expense incurred on a printed calendar sheet; and

16. The method of claim 13, wherein making an appointment or an appointment to call
within a week, or later on in time comprises the steps of:

3 a) finding a color of a pouch in front of said planner that corresponds to
4 said week with which a client wants said appointment or call;

5 b) circling a time on either side of a lead card corresponding to said
6 appointment or call and on printed calendar sheets;

7 c) writing said appointment only on said printed calendar sheets under a
8 column with a heading of a;

9 d) placing said lead card with all pertinent information in a vinyl pouch
10 page corresponding to said color in front of said planner.

1 17. The method of claim 13, wherein keeping track of mileage comprises the steps of:

2 a) writing the number displayed by an odometer present in an automobile
3 down on a calendar sheet under a first column under a heading of m
4 before leaving to go to a destination;

5 b) writing the number displayed by an odometer present in said automobile
6 down on said calendar sheet under a second column under a heading
7 of m after getting back from said destination;

8 c) totaling mileage covered in a day to obtain daily mileage;

9 d) totaling said mileage calculated each day to obtain weekly mileage.

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